

# **Charter for the Pharmaceuticals, Food, and Fine Chemicals (PFFC) Subcommittee of CCPS**

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## **1. NAME AND ACRONYM**

The name of this subcommittee is the Pharmaceuticals, Food





- obtaining leadership access to electronic filing system (e.g. shared folder). This is a role chosen by CCPS.
- b. Subcommittee Chair helps facilitate planning and membership meetings, connects with the broader CCPS community, and is responsible for the project activities of the group. This is a volunteer role that is chosen by membership vote or appointment by CCPS. They must be an active employee or retiree of a CCPS member company that identifies as serving the Pharmaceutical, Food, or Fine Chemicals industry and be willing to serve a term of at least 3 years.
  - c. Vice-Chair that helps the Chair and will perform the duties of the Chair in the case of their absence or inability to serve. This is a volunteer role that is chosen by membership vote or appointment by CCPS. They must be an active employee or retiree of a CCPS member company that identifies as serving the Pharmaceutical, Food, or Fine Chemicals industry and be willing to serve a term of at least 3 years.
  - d. Secretary that scribes subcommittee records (minutes), records all meeting and discussion decisions; and saves those results to an electronic filing application (e.g. a shared drive or cloud storage system). This is a volunteer vote that is chosen at the discretion of the Chair and Vice-Chair, who may request a formal vote if several candidates volunteer.

c. A list of working committee membership, upon approval by CCPS staff, will be

- c. Email invitations to the next PFFC meeting at least 2 weeks prior to the meeting start date. More lead time is preferred and may be acted upon as needed. Reminder emails will be sent at the discretion of Leadership.
  - d. Provide a social media request to join meetings via the CCPS LinkedIn account at least 1 week prior to subcommittee general membership meetings.
  - e. As appropriate, request from the AIChE Process Safety Division to re-post messages on their private channel(s).
- 10.2. Additional communications from Subcommittee Leadership may be requested periodically, as needed. Examples include the following:
- a. CCPS Quarterly Newsletter to include PFFC updates
  - b. Technical Steering Committee Meeting announcements or updates (two times a year)
- 10.3. Feedback and Engagement: An open channel for feedback and suggestions from members will be maintained to foster a dynamic and responsive communication

## **12. AMENDMENTS TO THE CHARTER**

12.1. Proposals for amendments to this Charter from AIChE Board of Directors, the